



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Milan, MI. 48160

Institution Supplement

Number: MIL-5267.07

Date: 05-16-03

Subject: VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** To implement procedures for visitations. This should be read in conjunction with P.S. 5267.07, Visiting Regulations.

2. **DIRECTIVES AFFECTED:**

a. Directives Rescinded: BOP Program Statement 5267.06, Visiting Regulations dated, May 17, 1999. Institution Supplement MIL-5267.06a, Visiting Regulations, dated November 21, 2003.

b. Directive Referenced: BOP Program Statement 5267.07, Visiting Regulations dated, April 14, 2003.

3. **CORRECTIONAL STANDARDS REFERENCED:** ACA Standards 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446; 3-ALDF: 2E-03, 2F-03, 3D-17, 5D-10, 5D-11, 5D-12, 5D-13, 5D-15, 5D-16.

4. **VISITING DAYS/HOURS:**

The following procedures are set up to avoid unnecessary time and administrative expense incidental to arranging and supervising the visitation program, as well as maintaining regular institutional activities without unnecessary interference:

a. **FEDERAL CORRECTIONAL INSTITUTION (FCI) MILAN**

Saturday, Sunday, Monday and National Holidays
8:30 a.m. to 3:00 p.m.

NOTE- Visitors will not be allowed to enter the front lobby, prior to 7:30 a.m. They will not be allowed to congregate around the entrance to the Front Lobby, and if observed in this area, they will be directed to return to their vehicle(s) until staff have opened the entrance for visitors.

Thursday and Friday

12:30 p.m. to 8:00 p.m.

b. FEDERAL DETENTION CENTER (FDC) MILAN

Thursday, Friday, Saturday and Sunday - 8:30 a.m. to 3:00 p.m.

NOTE- Visitors will not be allowed to enter the front lobby, prior to 7:30 a.m. They will not be allowed to congregate around the entrance to the Front Lobby, and if observed in this area, they will be directed to return to their vehicle(s) until staff have opened the entrance for visitors.

West Unit will visit on Thursdays and Saturdays.

East Unit will visit on Friday and Sunday.

Inmates housed in FDC Segregation will visit on the days of the units to which they are assigned.

National Holidays:

East Unit will visit from 8:30 a.m. to 11:30 a.m.

West Unit will visit from 12:00 p.m. to 3:00 p.m.

c. No visitors will be processed after 2:00 p.m. for day visits, or after 7:00 p.m. for evening visits.

d. On Thursdays and Fridays during evening visiting hours, in preparation for the 4:00 p.m., institution count, inmates will not be permitted to enter the visiting room after 2:45 p.m. (requires prior authorization from the Operations Lieutenant). On weekends and holidays, in preparation for the 10:00 a.m., institution count, inmates will not be permitted to enter the visiting room after 9:15 a.m. (requires prior authorization from the Operations Lieutenant) During these periods, approved visitors will continue to be processed into the visiting room. Upon the clearing of the official counts, the inmates will be processed into the visiting room.

e. Inmates at the FCI may receive unlimited visits during the week. However, each inmate is limited to two visits on two individual weekends per month. In cases where the last day of the month is on a Saturday, and the first day of the following month is on Sunday, weekend visiting points will be counted as the month which the Saturday falls on (for example; Saturday is August 31, and Sunday is September 1, inmates will be allowed the weekend visit [on both days] only if they have points remaining for the month of August).

The number of visits for FDC inmates is limited to the days of the week each unit is permitted visiting.

Inmates housed at the FDC are limited to two hour visits, which may be extended when no other visitors are awaiting entrance.

Note - The Front Lobby Officer has the authority to inform visitors they will not be allowed entry due to inability to pass the security procedures, inappropriate or unauthorized attire, et cetera. If the visitor(s) become agitated to the point that a memorandum will be submitted to recommend suspension / termination of visiting privileges, both the Operations Lieutenant and the Duty Officer will report to the front lobby to speak with the visitor(s). At this point, the lieutenant and duty officer will be responsible for terminating the individual(s) entry. All involved staff will submit memoranda to the Captain.

5. **VISITING RESTRICTIONS AND OVERCROWDING:** Should it become necessary to curtail or terminate visiting because of overcrowding, the Operations Lieutenant or Institution Duty Officer (when on duty) will determine which visits will be terminated and in what order. Termination of visits will be on a first in first out basis for overcrowding. Visitors who have traveled a long distance, or who rarely have the opportunity to visit will be terminated last.

Photographs will only be taken at the designated areas inside the visiting room, in accordance with visiting regulations.

6. **NUMBER OF VISITORS:** Up to three (3) approved visitors, excluding children less than 16 years of age, will be allowed in the Visiting Room at one time. Parents bringing in minor children, must be their parent (legal guardian). Any other children require advance written approval of the respective Unit Team, Captain, and Associate Warden (Programs).

Split Visits: Should more than three authorized visitors arrive at the same time, a split visit will be arranged. Those visitors participating in split visits that are not visiting will have the option of waiting in the front lobby, or departing the institution grounds. Individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.

7. **IDENTIFICATION OF VISITORS:** Approved adult visitors (sixteen years or older) will be required to provide one photo identification (preferably a driver's license). When a visitor cannot produce valid identification, the request to visit will be denied unless authorized by the Institution Duty Officer or

Operations Lieutenant. Mexican consulate identification cards will not be allowed as identification.

8. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved visiting list as authorized by the inmate's unit team. Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list. Institution volunteers will not be approved for an inmate's visiting list without the written approval of the Regional Director.

When an approved visiting list is not available, visits for new commitments and inmates in holdover status may be authorized by the inmate's unit team and will be limited to members of the immediate family.

9. **PREPARATION OF THE LIST OF VISITORS:** Each new inmate will be provided copies of the local visiting guidelines (in the Admission & Orientation Booklet) and a visiting list request form upon their arrival at this institution.

Immediate family members will be placed on the approved visiting list following verification of family status.

Inmates must have know the proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for exception to this rule.

For all others, the inmate is responsible for forwarding the visiting request form and visiting regulations (Attachments 1 & 2) to all prospective visitors. Memorandum to the Front Lobby will be maintained in a suspense file. NCIC background checks will be required in all cases.

The Counselor shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon disapproval of a visitor, the inmate has the right to challenge this rejection through the Administrative Remedy process. The inmate is responsible for notifying the visitor of the approval or disapproval to visit.

10. **Special Visits:** The following are considered special visits:

a. **Non-Visiting Days:** Limited visiting during non-visiting hours may be authorized in unusual circumstances, (i.e., weddings, attorney visits, etc.), upon approval of the Detention Center Administrator, Unit Manager, or Legal Office. When this occurs, the Unit Manager shall be responsible for providing the staff to process and supervise the visit.

b. Attorney Visits for FCI: Attorney visits shall take place on regularly scheduled visiting days. No appointment is necessary, although the attorney must have his/her Bar Card for identification purposes. Attorneys shall normally visit only one inmate at a time unless prior written approval has been obtained from the Unit Manager through the Legal Department. Attorneys will be processed as they arrive. They will not be required to wait until all social visitors have been processed.

(1) The Warden must authorize the use of tape-recording devices by Attorneys during the course of the visit.

(2) Inmates and attorneys are permitted to bring papers, or legal material in the Visiting Room for attorney visits. Staff will allow the exchange of legal materials.

c. Attorney Visits for FDC: An attorney visit requires 24 hour notice for approval, and is processed from 8:30 a.m. until 3:00 p.m., seven days a week. Joint legal visits (attorneys wishing to visit with more than one inmate at a time), may be requested through FDC staff.

d. Law Enforcement Visitors: The Special Investigation Agent (SIA) will be responsible for entering into the ACES system all federal, state and local law enforcement personnel who visit inmates. Supervision will be provided by the SIA.

e. Employee Applicants: Prospective employees must be entered into the ACES system prior to entry into the main institution for their physical examinations. Human Resources staff will be responsible for the data entry on these individuals.

f. Minister of Record, Clergy Visits: Clergy visits are not conducted as minister of record. See Program Statement 5360.08. Minister of Record visits shall not count against the inmate's allotted amount of visiting days per month. An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, Unit team will add the name and title (Minister of Record) to the inmate's visitor list. An inmate will only have one minister of record in his visiting list at a time. The addition of minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list. These visits will take place during normal visiting hours.

Visits from Clergy will be in accordance with the general visitor procedures, and will count against the total number

of regular visits allowed. Clergy visits will take place during regular visiting hours.

g. Other Visits:

(1) Juvenile Awareness Groups and Other Tours: Once written approval is received from the Administration for groups or tours, the form will be forwarded to the Warden's secretary for entry into the system. A copy of the approved form will also be forwarded to the Front Lobby Officer and the Control Room Officer.

(2) Voluntary and Contract Personnel: These individuals will be entered by the Volunteer Coordinator once written approval is received. Written approval from the Warden is required for any items volunteer or contract personnel request to bring into the institution.

(3) Parole, Consulate, Cuban Review, and Pre-Release: These individuals will be entered through the Case Management Coordinator's Office. In the event of an unscheduled Consular Visit, and when it is determined the visit is of legitimate business, the Warden shall permit the visitation. This visit is to occur in the visiting room. Mexican consulate identification cards will not be allowed as identification.

h. Detention or Segregation Inmates: DS and AD status inmates retain visiting privileges. Visiting may be restricted or disallowed when an inmate, while in DS or AD, is charged with, or has been found to have committed, a prohibited act having to do with visiting guidelines or has acted in a way that would reasonably indicate the he would be a threat to the orderliness or security of the visiting room.

11. **VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND:**

If a visit is terminated because of an alleged violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant may prepare a Temporary Restriction of Visitation memorandum and forward it to the Warden no later than two working days after the incident. Only the Warden may restrict visiting privileges pending final disposition of the charges by the Unit Discipline Committee or the Discipline Hearing Officer.

The Bureau of Prisons will seek criminal prosecution against visitors who participate in contraband violations. The Discipline Hearing Officer or Unit Discipline Committee should impose the loss of visiting privileges as a sanction, on inmates found to have committed prohibited act(s) involving violations of

regulations and / or introduction of contraband.

12. **SEARCHING OF VISITORS:**

a. Right of Refusal: Visitors who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden of Programs. The Operations Lieutenant will prepare a memorandum through the Captain to the Associate Warden of Programs when a visitor is denied entrance due to objecting to a search.

b. Metal Detectors: All visitors will be required to successfully clear the metal detector, prior to being allowed access into the institution. Personal effects will be searched. Any personal effects not allowed into the visiting room must remain in the visitor's vehicle. Occasionally, a visitor will be equipped with a prostheses containing metal. In such cases, a personal search will be conducted in the restroom located at the front entrance, including a thorough inspection of the prosthetic device. Visitors with excessive hair pins, etc., will be required to remove them to successfully clear the metal detector. Visitors may have surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector must be used in these cases. If a wheel chair is necessary, one will be provided by Health Services. At no time will a visual inspection or a pat search be used in the visitor admittance process, unless authorized by the Warden, Acting Warden, or Administrative Duty Officer.

c. Electronic Drug Detection: Staff shall randomly test visitors for traces of drugs during normal visiting hours by means of an electronic drug detection unit in the Front Lobby. Only inmate visitors (excluding attorneys) will be tested. When an inmate's visitor registers a positive result, visiting privileges will be suspended for 48 hours for the first occurrence, 30 days for the second occurrence, 90 days for the third occurrence, and 180 days for the fourth occurrence. The visitor's right of refusal applies for this type of search as well.

13. **CONTROLLED VISITING-DENYING VISITS:**

a. Visiting Restrictions: Visiting may be restricted to controlled situations or to more closely supervised visits when: there is any suspicion that a visitor is introducing or attempting to introduce contraband; when there has been a prior incident of such introduction or attempted introduction; or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the orderly running of the visiting room or area. These

restrictions must be approved by the Operations Lieutenant or Institution Duty Officer (when on duty).

b. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Operations Lieutenant or Institution Duty Officer (when on duty).

c. Non-Contact Visiting: Under special circumstances the Warden may determine that an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be coordinated with the ISM, or Detention Center Administrator, and take place in a Receiving and Discharge holding cell. These visits will be directly supervised by a member of the inmate's unit team.

14. **Termination of a Visit:**

The Operations Lieutenant or Institution Duty Officer has the authority to terminate a visit. The staff member terminating the visit will prepare written documentation describing the basis for this action. The required documentation will include the date, time visit began, time of termination, persons involved, and the reasons for the termination. The original report will go to the Warden.

15. **PROCEDURES:**

a. Front Lobby Officer: When a visitor arrives at the institution to visit an inmate, the Front Lobby Officer will identify the visitor, have them sign the visiting log, and fill out a Visitor Notification form, and check the institution roster to establish WITSEC procedures, if any. The Front Lobby officer will make the written guidelines (attachment 3), available to all inmate visitors.

b. Visiting Room Officer: It is the Visiting Room Officer's responsibility to contact the inmate's assigned work detail and/or housing unit to notify the inmate of his visit. If the inmate has not arrived in the Visiting Room within 30 minutes, he will be paged, and the Lieutenant's office notified.

16. **SUPERVISION:**

a. The Visiting Room officers will assign the inmate and visitor seating locations. The officers will make frequent rounds of all visiting areas in order to prevent the passage of contraband and to ensure the orderly running of the institution.

b. Visual searches will be conducted on inmates entering the Visiting Room when there is reasonable suspicion an inmate is attempting to introduce contraband. All inmates will be visually searched exiting the Visiting Room. A hand-held transfrisker will be used during the visual search. Searches and shakedown will be conducted in private, out of sight of visitors and other inmates. The visual searches will be logged by the officer conducting each search.

c. Restroom facilities for visitors are located inside the visiting room. Inmates, under the direct visual supervision of the Visiting Room Officer, will utilize the restroom designated for inmates located in the Visiting Room.

17. **OTHER APPLICABLE REGULATIONS:**

a. Inmate Attire: Inmates shall wear the following:

- (1) Institution issued clothing only.
- (2) Collared shirts only. The shirt must be tucked into the pants.
- (3) Institution shoes. (This includes brown suede steel toe shoes, purchased in the commissary).
- (4) Institution-issued belt only.
- (5) T-shirt, underwear, and socks.
- (6) Approved religious headwear.

b. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one handkerchief, and one approved religious medal (unless previously approved by the Warden). Necessary legal papers will be permitted during a visit with an attorney. Authorized medication, such as nitroglycerine tablets, may be permitted when authorized by the medical staff. All medication will be held at the Visiting Room Officer's desk during the term of the visit.

c. Signatures and Documentation: During a legal visit, papers may be exchanged. Signatures on legal papers are permitted.

d. Money: Money will not be placed on an inmate's account through the Visiting Room.

e. Visitor's Property: Visitors are not allowed to take any unapproved items into the visiting room. A visitor may take

into the Visiting Room, a small change purse, wallet, keys, coat, life sustaining equipment, and identification. Visitors 16 years of age and older may take in up to \$20.00 U.S. funds per person. Visitors with infants may carry in one small clear/see through diaper bag, one change of infant clothing, four extra diapers, baby wipes, and two plastic bottles with formula, or infant food that will be placed into a plastic container in front of the Front Lobby Officer. These items must be opened and inspected prior to being allowed inside. No other items will be permitted inside unless approved by the Operations Lieutenant. Visitors are not authorized to leave any money with Bureau staff for placement into an inmate's account.

18. **TRANSPORTATION ASSISTANCE:**

Unit staff shall provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these to approved visitors.

19. **AVAILABILITY OF PUBLIC LOCKERS TO VISITORS:**

Use of lockers by visitors is permitted only if the visitors arrive by public transportation. All other visitors will store personal items in their private vehicles. Institution staff are not responsible for items left in or near the front entrance, with or without staff knowledge

20. **RESPONSIBLE DEPARTMENT:** Correctional Services.

21. **ATTACHMENTS:** Three (3)

Attachment 1 - FDC Visitor Regulations
Attachment 2 - FCI Visitor Regulations
Attachment 3 - Visitor Regulations (Visitor Copy)

John R. Hemingway, Warden

VISITOR REGULATIONS
FEDERAL DETENTION CENTER
Milan, MI

The following information is provided to describe our visiting schedule and program. We want you to understand our program so that your visiting experience will be as pleasant as possible.

The directions to the Federal Detention Center, Milan, are as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27; turn onto Arkona Road; follow the signs to the Detention Center parking area.

The regularly scheduled visiting hours are Thursdays, Fridays, Saturdays, Sundays, and Federal holidays, 8:30 a.m. - 3:00 p.m. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.) Visitors will not be processed after 2:00 p.m. East Unit inmates will visit Friday, Sunday, and National Holidays from 8:30 a.m. to 11:30 a.m. West Unit inmates will visit Thursdays, Saturdays, and National Holidays from 12:00 p.m. - 3:00 p.m.

1. All adult visitors must have with them a valid picture identification, (i.e., Passport, State Driver's License, or State ID Card), which are to be presented to the Front Lobby Officer at the time of processing into the institution. Children less than 16 years of age are not required to have ID with them, but must be accompanied by an adult who has been approved to visit.
2. The maximum amount of money you are allowed to bring in, per person more than 16 years of age, is \$20.00. This money is for use in the vending machines only and may not be given to the inmate. Visitors may not leave money with the inmate or the Visiting Room Officer for deposit into an inmate's account.
3. A small clear or see through purse may be brought into the Visiting Room.
4. Tobacco products are not permitted, as this is a non-smoking facility.
5. Visitors are not allowed to take any unapproved items into the visiting room. A visitor may take into the visiting room, a wallet, keys, coat, life-sustaining equipment, and identification.

Visitors with infants may carry in one small clear or see through diaper bag, one change of infant clothing, extra diapers, baby wipes, and two clear plastic bottles with formula, or infant food that will be placed into a plastic container in front of the Front Lobby Officer. These items must be opened and inspected prior to being allowed inside. Visitors must bring enough diapers for their visit. They are not allowed to exit the visiting room, and retrieve items from their vehicles and then re-enter for that visit. Infant carrying seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant.

6. All carry-in items such as hats and coats **WILL** be searched before you enter the Visiting Room. Hats are not to be worn in the visiting room.

7. Visitors are not allowed to bring into the Visiting Room any type of weapon, ammunition, food item, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone, or cosmetics. Prescription medications must be secured in your vehicle.

8. Medications of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the Front Lobby Officer.

9. Visitation is provided to enhance and continue family relationships and staff will ensure a family atmosphere is present in the visiting room. Therefore, appropriate dress is required of all visitors. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Clothing which may be inappropriate and result in a visitor being denied entrance into the visiting room includes see through garments, stretch or form fitting garments, strapless garments, garments which expose private parts of the body, and military clothing, (i.e., field jackets, camouflage, khaki, or green fatigues), garments which display profane, sexually explicit, or illegal material. Female visitors wearing shorts or skirts, must ensure the bottom of the skirt or shorts fall (1") one inch above the knee or longer, and no slits above 1" from the knee. Culottes will be permitted. Shirts and blouses must be waist length with a sleeve. Tank-tops, tube-tops and sleeveless shirts and blouses are not permitted. Male visitors will wear shirts, full

length pants, or knee length shorts. Undergarments must be worn by all visitors. Hats or headbands, other than religious headwear, are allowed November 1 through April 30. All visitors will wear shoes. A visit may be terminated in order to maintain good taste and consideration for others.

Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer and an in person check will be made by the one of them prior to denial of a visit.

10. Any individual with alcohol on his/her breath, or who appears to be under the influence of alcohol or drugs, will not be allowed to enter the facility.

11. You may not give **anything** to the inmate. This includes money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate.

12. Please ensure that you are on the inmate's visiting list prior to planning a visit. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the Visiting Room.

13. Inmates will be allowed only three visitors at any given time.

14. Handshaking, embracing, and kissing by visitors may be permitted within the bounds of good taste at the beginning and end of the visit. Visitors will not visit with other inmates they are not signed in to visit with.

15. FDC Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.

VISITOR REGULATIONS
FEDERAL CORRECTIONAL INSTITUTION
Milan, MI

The following information is provided to describe our visiting schedule and program. We want you to understand our procedures so that your visiting experience will be as pleasant as possible.

The directions to the Federal Correctional Institution, Milan is as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27: turn onto Arkona Road; make your first right and park.

The regularly scheduled visiting hours are as follows:

Thursday and Friday, 12:30p.m. - 8:00p.m., Saturday, Sunday, Monday and National holidays, 8:30 a.m. - 3:00 p.m. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.) No visitors will be processed after 2:00 p.m. (7:00 p.m., on Thursday & Friday).

1. All adults must have with them a valid picture identification, (i.e., Passport, State Driver's License, State ID Card). This will be presented to the Front Lobby Officer at the time of processing. Children less than 16 years of age are not required to have an ID, but must be accompanied by an adult who has been approved to visit.
2. The maximum amount of money you are allowed to bring in, per person more than 16 years of age is \$20.00. This money will be used for vending machine purposes only, and may not be given to an inmate at any time. Visitors may not leave money with the Visiting Room Officer at any time.
3. A small clear or see through purse may be brought into the Visiting Room.
4. Tobacco products are not permitted, as this facility is designated as non-smoking.
5. Visitors are not allowed to take any unapproved items into the visiting room. A visitor may take into the visiting room, a wallet, keys, coat, life-sustaining equipment, and identification. Visitors with infants may carry in one small clear or see through

diaper bag, one change of infant clothing, extra diapers, baby wipes, and two clear plastic bottles with formula, or infant food that will be placed into a plastic container in front of the Front Lobby Officer. These items must be opened and inspected prior to being allowed inside. Visitors must bring enough diapers for their visit. They are not allowed to exit the visiting room, and retrieve items from their vehicles and then re-enter for that visit. Infant carrying seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant.

6. All carry-in items such as hats and coats will be searched prior to entering the Visiting Room.

7. Visitors are not authorized to bring into the Visiting Room any type of weapon, ammunition, or any type of drug/narcotic, food items, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone or cosmetics. Prescription medications must be secured in your vehicle.

8. Medication for emergency needs such as asthma inhalants and nitroglycerine **ARE** permitted in the Visiting Room, but must be declared to the front lobby officer.

9. Visitation is provided to enhance and continue family relationships and staff will ensure a family atmosphere is present in the visiting room. Therefore, appropriate dress is required of all visitors. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Clothing which may be inappropriate and result in a visitor being denied entrance into the visiting room includes see through garments, stretch or form fitting garments, strapless garments, garments which expose private parts of the body, and military clothing, (i.e., field jackets, camouflage, khaki, or green fatigues), garments which display profane, sexually explicit, or illegal material. Female visitors wearing shorts or skirts, must ensure the bottom of the skirt or shorts fall (1") one inch above the knee or longer, and no slits above 1" from the knee. Culottes will be permitted. Shirts and blouses must be waist length with sleeves. Tank-tops, tube-tops and sleeveless shirts and blouses are not permitted. Male visitors will wear shirts, full length pants, or knee length shorts. Undergarments must be worn by all visitors. Hats or headbands, other than religious headwear, are allowed November 1 through April 30. All visitors will wear shoes. A visit may be terminated in order to maintain

good taste and consideration for others.

Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer and an in person check will be made by the one of them prior to denial of a visit.

10. Any individual with signs of alcohol on his/her breath, or appears to be under the influence, will not be permitted to enter the facility.

11. You as a visitor, **May not** give anything to an inmate. Any item that an inmate departs the Visiting Room with shall be declared as contraband. The inmate will receive disciplinary action for this violation.

12. At no time will an inmate be allowed to visit other inmates, during social visiting. If this rule is violated, termination of his visit may occur.

13. Please ensure that you are on the inmate's visiting list prior to planning a visit. Visitors who do not appear on an inmate's visiting list will not be permitted to visit. There will be **NO** exceptions.

14. Inmates will be allowed only three visitors at any given time.

15. Handshaking, embracing and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. If an inmate or visitor continues kissing one another, a warning will be issued. If this keeps occurring, termination of the visit will be conducted and the inmate will receive disciplinary action for this violation. Visitors will not visit with other inmates they are not signed in to visit with.

16. FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of these rules can result in a suspension of the inmate's visiting privileges.

Visitor Regulations (Visitor Copy)

Federal Correctional Institution, Milan Michigan

The following information is provided to describe our visiting schedule and program. We want you to understand our procedures so that your visiting experience will be as pleasant as possible.

The directions to the Federal Correctional Institution, Milan is as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27, then turn onto Arkona Road. The institution main entrance will be on the right.

The regularly scheduled visiting hours are as follows. There is no visiting at the FCI on Tuesday or Wednesday. There is no visiting at the FDC Monday through Wednesday.

Federal Correctional Institution (FCI)

Saturday, Sunday, and Holidays: Visiting hours from 8:30am to 3:00pm. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.) Visitor processing begins at 8:00am and concludes at 2:00 pm. Inmates will not be processed into the visiting room between the hours of 9:15 am, until the 10:00 am count is officially cleared.

Monday: Visiting hours from 8:30am to 3:00pm. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.) Visitor processing begins at 8:00am, ending at 2:00pm.

Thursday and Friday: Visiting hours from 12:30pm to 8:00pm. Visitor processing begins at 12:30pm and concludes at 7:00 pm. Inmates will not be processed into the visiting room, between 2:45 p.m., until the 4:00 pm, count is officially cleared.

Federal Detention Center (FDC):

West Unit: Thursdays and Saturdays 8:30 a.m. through 3:00 p.m., and Federal holidays from 12:00 p.m. to 3:00 p.m. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.)

East Unit: Fridays and Sundays 8:30 a.m. through 3:00 p.m., and Federal holidays from 8:30 a.m. through 11:30 a.m. (Note- you will not be allowed to enter the Front Lobby until 7:30 a.m.)

NOTE: Weekend visits will be limited to two hours to avoid overcrowding. Frequency of visits, distance of travel, and other factors, will be considered.

1. All adults must have with them a valid picture identification, (i.e., Passport, State Driver's License, State ID Card - Mexican Consulate Identification is not acceptable identification). This will be presented to the Front Lobby Officer at the time of processing. Children less than 16 years of age are not required to have an ID, but must be accompanied by an approved adult visitor.

2. The maximum amount of money you are allowed to bring in, per person more than 16 years of age is \$20.00. This money will be used for vending machine purposes only. Visitors may not leave money with the Visiting Room Officer at any time.

3. Tobacco products are not permitted, as this facility is designated as non-smoking. All carry-in items will be searched.

4. Visitors are not allowed to take any unapproved items into the visiting room. A visitor may take into the visiting room, a small clear or see through change purse, wallet, keys, coat, life-sustaining equipment, and identification. Visitors with infants may carry in one small clear or see through diaper bag, one change of infant clothing, extra diapers, baby wipes, and two clear plastic bottles with formula, or infant food that will be placed into a plastic container in front of the Front Lobby Officer. These items must be opened and inspected prior to being allowed inside.

Visitors must bring enough diapers for their visit. They are not allowed to exit the visiting room, and retrieve items from their vehicles and then re-enter for that visit. Infant carrying seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant.

5. Visitors are not authorized to bring into the Visiting Room any type of weapon, ammunition, or any type of drug/narcotic, food items, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone or cosmetics. Prescription medications must be secured in your vehicle. Medication for emergency needs such as asthma inhalants and nitroglycerine **ARE** permitted.

6. Visitation is provided to enhance and continue family relationships and staff will ensure a family atmosphere is present in the visiting room. Therefore, appropriate dress is required of all visitors. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Clothing which may be inappropriate and result in a visitor being denied entrance into the visiting room includes see through garments, stretch or form fitting garments, strapless garments, garments which expose private parts of the body, and military clothing, (i.e., field jackets, camouflage, khaki, or green fatigues), garments which display profane, sexually explicit, or illegal material. Female visitors wearing shorts or skirts, must ensure the bottom of the skirt or shorts fall (1") one inch above the knee or longer, and no slits above 1" from the knee. Culottes will be permitted. Shirts and blouses must be waist length with sleeves. Tank-tops, tube-tops and sleeveless shirts and blouses are not permitted. Male visitors will wear shirts, full length pants, or knee length shorts. Undergarments must be worn by all visitors. Hats or headbands, other than religious headwear, are allowed November 1 through April 30. All visitors will wear shoes. A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer and an in person check will be made by the one of them prior to denial of a visit.

10. Any individual with signs of alcohol on his/her breath, or appears to be under the influence, will not be permitted to enter the facility.

11. You as a visitor, **May not** give anything to an inmate. Any item that an inmate departs the Visiting Room with shall be declared as contraband. The inmate will receive disciplinary action for this violation.

12. At no time will inmates be allowed to visit other inmates, during social visiting. If this rule is violated, termination of his visit may occur.

13. Please ensure that you are on the inmate's visiting list prior to planning a visit. Visitors who do not appear on an inmate's visiting list will not be permitted to visit. There will be **NO** exceptions.

14. Inmates will be allowed only three adult visitors at any given time. Visitors will not visit with other inmates they are not signed in to visit with.

15. Handshaking, embracing and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. If an inmate or visitor continues kissing one another a warning will be issued. If this keeps occurring, termination of the visit will be conducted and the inmate will receive disciplinary action for this violation.

16. FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of these rules can result in a suspension of the inmate's visiting privileges.